**COVER SHEET**

1. **Institution’s Name:**
2. **Date Submitted:**
3. **Preparer of this Report:**
   1. **Phone:**
   2. **E-mail**
4. **Institution CAEP/State Coordinator:** 
   1. **Phone:**
   2. **E-mail:**
5. **Name of Institution’s program:**
6. **Credential (s):**
   1. **\_\_\_ Elementary Administration**
   2. **\_\_\_ Secondary Administration**
7. **Degree or award level (select one)**
   1. **\_\_\_ Master’s Degree**
   2. **\_\_\_ Education Specialist**
   3. **\_\_\_ EdD or PhD**
8. **Is this program offered at more than one site?**
   1. **\_\_\_ Yes**
   2. **\_\_\_ No**
9. **If your answer is yes to the above question, list the sites at which the program is offered:**
10. **Program report status (check one):** 
    1. **\_\_\_ Initial Review**
    2. **\_\_\_ Continuing Review**
    3. **\_\_\_ Focused Visit**

**SECTION I-CONTEXTUAL INFORMATION**

1. **Candidate Information**

|  |  |  |
| --- | --- | --- |
| **Directions:** Provide three years of data on candidates enrolled\* in the program and completing\*\* the program, beginning with the most recent academic year for which numbers have been tabulated. Please report the data separately for the levels/tracks (e.g., baccalaureate, post-baccalaureate, alternate routes, master’s, doctorate) being addressed in this report.  **Program:** | | |
| **Academic**  **Year** | **# of Candidates Enrolled in the**  **Program** | **# of Program**  **Completers** |
|  |  |  |
|  |  |  |
|  |  |  |

\* Enrolled candidates are those formally admitted to the program as of the institution's official fall reporting date or as of October 15 of each academic year.

\*\* Program completers are those candidates for whom a degree is conferred within the selected academic year. The academic year begins in the fall and concludes in the spring or summer of the following year depending upon whether candidates are granted degrees in the summer.

1. **Curriculum Exhibit (Select 1)**
   1. **\_\_\_ Option 1:** Complete the Curriculum Exhibit Form below.
   2. **\_\_\_ Option 2:** Upload the Program Status Sheet (must include, core requirements and program options)

**CURRICULUM EXHIBIT FORM BASIC PROGRAM**

EDUCATION STANDARDS AND PRACTICES BOARD

|  |  |  |
| --- | --- | --- |
| Institution: | | Major: |
| Credits for the degree: Date form completed: | | |
| Check one: Masters Level  Specialist Level  Doctoral Level | | |
| If you have more than one level of program within the same major category please complete a separate form for each level. Add rows as needed. | | |
| **Program Requirements:** | | |
| **Core Requirements** | **Program Options**  (Describe or list additional concentrations, areas of specialization or emphasis areas that candidates may take to complete a program of study) | |
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|  |  | |
| **Total Credits:** | **Total Credits:** | |

ESPB does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age or disability as required by various state and federal laws.

1. **Descriptive Information about the Program:** Provide a one to two paragraph description to help reviewers understand your program (include information that describes how a student typically moves through the program from entry to exit).
2. **Changes in the Program since the Last Review:** Please describe any changes since the last review and include rationale for those changes.
3. **Field or Internship Experiences:** Briefly describe the required field experience that is specific to your program.

**SECTION II: RESPONSE TO STANDARDS**

**1. Areas of Weakness from Prior Review:** How has the program addressed and resolved the weaknesses targeted in the previous program review and not previously resolved? Describe actions taken to address the weakness and provide evidence that the weakness has been resolved.

**2. Course/Assessment Matrix:**

* Complete the matrix below.
* List courses that address each of the ESPB standards for your program.

(All courses listed should be linked to an electronic syllabus.)

* List the assessments that most clearly align with each standard.

(Choose from among those listed in Section IV: Evidence of Meeting the Standard**.)**

* Provide a short narrative describing how the program addresses the standard.

(For example, identify course objectives, activities and related experiences).

**SECTION III: ADDRESSING THE STANDARDS**

|  |  |  |
| --- | --- | --- |
| **State Standard** | **Course Prefix and Title (with electronic links to syllabi)** | **Assessment (from among those listed under Section IV: Evidence of Meeting the Standard)** |
| 50045.1 Professional and Ethical Leadership. The program requires the study of educational leadership foundations, current issues affecting education, decision making, problem solving, motivational theory, and professional ethics. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.2 Information Management and Evaluation The program requires the study of research and data‐based program evaluation, management and use of information systems, planning, and education improvement processes. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.3 Curriculum, Instruction, Supervision, and the Learning Environment. The program requires the study of curriculum, instruction, supervision, evaluation, psychology of learning, school cultures, and multiple assessments. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.4 Professional Development and Human Resources. The program requires the study of personnel policies, adult learning, and procedures related to recruitment, development, evaluation, and separation from employment of school personnel. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.5 Student Personnel Services. The program requires the study of the administration of student programs, services, and activities. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.6 Organizational Management. The program requires the study of organizational theory, operational processes, management techniques, school operations, and school board relationships. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.7 Interpersonal Relationships. The program requires the study of interpersonal relationships, communications, and issues related to diversity in a multicultural society. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.8 Financial Management and Resource Allocation. The program requires the study of the organization and management of fiscal, plant, and other resources. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.9 Technology and Information Systems. The program requires the study of appropriate incorporation of technologies across all areas of educational leadership. The program uses a variety of performance assessments of students’ understanding and ability to apply that knowledge. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.10 Community and Media Relations. The program requires the study of ethical implications of policy initiatives and political actions, schools as political systems, effective communications and public relations programs, and appropriate roles of citizens in the educational process. |  |  |

**Narrative:**

|  |  |  |
| --- | --- | --- |
| 50045.11 Educational Law, Public Policy, and Political Systems. The program requires the study of legal provisions and statutory requirements of schools, application of regulatory standards, and development and administration of appropriate policies. |  |  |

**Narrative:**

**SECTION IV: EVIDENCE OF MEETING THE STANDARDS**

It is expected that your program makes use of multiple assessments to ensure that all standards are met. Items **1.A and 1.B** are required. Additionally, you may select from those assessments listed in item **2**. A total of six assessments must be reported.

**1. Required Assessments:**  Provide a description of the assessment, a data table showing three years of results, an electronic copy of the assessment instrument (test, project, paper, etc.) and where appropriate the rubric or scoring guide.

**1. A Cumulative GPA at the point of completion: Complete Table 1.A reporting at least 3 years of data (Courses included in the calculation must be required for all candidates.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | N (number of candidates) | Overall Average GPA | Range of GPA |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**1. B Internship/Field Experience Assessment (e.g. action research project, evaluation form) Provide a description of the assessment, a data table showing three years of results, an electronic copy of the assessment instrument, rubric or scoring guide.**

**2. Additional Assessments: Select four of the following assessments.** Provide a description of the assessment, a data table showing three years of results, an electronic copy of the assessment instrument (test, project, paper, etc.) and where appropriate the rubric or scoring guide.

* + 1. Graduate/Employer/Candidate Surveys of Program Quality
    2. Capstone Assessment (e.g. research project, thesis)
    3. Capstone Portfolio
    4. Course Embedded Performances
    5. Comprehensive Exam (standardized national exam or program area exam)
    6. Alternate assessment of choice

**3. Respond to the following questions**:

* + 1. Analysis of findings: Describe how the data provided above demonstrate that candidates in the program meet the standards.
    2. Response to findings: What changes have you made in your program as a result of data analysis? Provide a rationale for your decision.